



# Registration Options & Information

## ONLINE: [www.KirklandParks.net](http://www.KirklandParks.net)

When enrolling online, print your receipt when prompted.

### WALK-IN

**North Kirkland Community Center**  
12421 103rd Ave NE  
425.587.3350

**Peter Kirk Community Center**  
352 Kirkland Ave  
425.587.3360

### PHONE-IN

Please have class number and credit card information ready!

**Monday–Friday**  
**9:00am–4:00pm**  
**425.587.3336**

This number is for registration only. For questions or more information, please call one of the locations listed to the left.

### MAIL IN

Send form & payment to:

**123 Fifth Ave**  
**Kirkland, WA 98033**

### FAX-IN

Fax form with credit card payment to:

**425.587.3303**  
**425.587.3354**  
**425.587.3367**

## Peter Kirk Community Center Special Events

- Unless otherwise noted, special event tickets will be available until 5:00pm seven working days prior to the event (no tickets will be sold the day of the event).
- Special event tickets are not refundable or transferable.

## Resident & Non-Resident Fee Structure

- Registrants with a Kirkland postal address are considered Residents. Non-Residents who work within the City limits are eligible for the resident rate.

## Registration Information

- Registration is first come, first served. Online registration is your best opportunity for getting into the program of your choice!
- If mailing or faxing your registration, please put down an alternative in case your first choice class is full.
- Call our offices if you do not receive a confirmation within 7 days of mailing / faxing your request.

## Registration Form

To the right on page 13 or download a PDF from: [www.kirklandwa.gov/depart/parks/Recreation\\_Programs/currentbrochure.htm](http://www.kirklandwa.gov/depart/parks/Recreation_Programs/currentbrochure.htm)

## Facility Information

**Parks & Community Services**  
505 Market St, Suite A, Kirkland  
425.587.3300  
Mon–Fri, 8:00am–4:00pm

**North Kirkland Community Center (NKCC)**  
12421 103rd Ave NE, Kirkland  
425.587.3350

**Peter Kirk Community Center (PKCC)**  
352 Kirkland Ave, Kirkland  
425.587.3360

**Parks Maintenance & Operation Office**  
1129 8th St, Kirkland  
425.587.3340  
Mon–Fri, 6:30am–3:30pm

**Recreation Hot Line**  
425.587.3335

## City Web Address

[www.kirklandwa.gov](http://www.kirklandwa.gov)

## Kirkland City Council

**Amy Walen**, Mayor

**Jay Arnold**,  
Deputy Mayor

**Dave Asher**

**Shelley Kloba**

**Toby Nixon**

**Doreen Marchione**

**Penny Sweet**

## Kirkland Park Board

**Kevin Quille**, Chair

**Rosalie Wessels**,  
Vice Chair

**Jason Chinchilla**

**Richard Chung**

**Sue Contreras**

**Kelli Curtis**

**Jim Popolow**,  
Youth Representative

**Adam White**

## Accommodation of Disabilities

The City of Kirkland is committed to accommodating citizens with disabilities and special needs. Kirkland Parks and Community Services will make every reasonable effort to ensure that programs are accessible. If you need assistance participating in our activities, please call us at 425.587.3300. TTY/TTD 425.587.3111

**Alternate Formats:** Persons with disabilities may request materials in alternative formats. Persons with hearing impairments may access the Washington State Telecommunications Relay Service at 711.

**Title VI:** Kirkland's policy is to fully comply with Title VI of the Civil Rights Act by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with the City.

To request an alternate format, file a complaint or for questions about Kirkland's Title VI Program, contact the Title VI Coordinator at 425.587.3011 or [titlevicoordinator@kirklandwa.gov](mailto:titlevicoordinator@kirklandwa.gov).

## Snow & Inclement Weather Policy

The safety of program participants is a prime consideration when determining if programs should be canceled due to inclement weather. Parks Department classes and programs are canceled when the Lake Washington School District closes due to inclement weather. For information regarding evening or weekend cancellations, please call:

North Kirkland Community Center Programs..... 425.587.3350  
Peter Kirk Community Center Programs ..... 425.587.3360  
Recreation Hot Line ..... 425.587.3335



# Kirkland Parks Class Registration Form

Adult Name (Last)		(First)	(M.I.)
Address		City	Zip
Day Phone	Evening Phone		Emergency Contact Name / Phone #
Email address (Required to register online)		<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	Are you over 50? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please Note: IF you are claiming Resident Fees for working in City Limits you must provide Employee Name, Company Name &amp; Address</b>			
Employee Name:		Company Name & Address:	
Activity Title	Activity #	Fee	Participant Name First Last
			Child Date of Birth
			M/F
			Alternative Choice
		\$	Total

## Hold Harmless Agreement

Indemnification. In consideration for myself and/or my child being allowed to participate in the subject activity, for myself, my heirs and personal representatives, to the extent allowed by law, I hereby waive and release all claims for damages I or my child now or may hereafter have against the City of Kirkland and their agents for any injuries and damages suffered in connection with my or my child's participation. I further agree to defend, indemnify and hold harmless the City of Kirkland and their agents for any injury and damages suffered in connection with my or my child's participation. I further agree to defend, indemnify and hold harmless the City of Kirkland and their agents from all claims for injury or death, or for loss or damage to property, filed by anyone against the City of Kirkland and their agents which arises out of my or my child's participation, except for injury or damage caused by the sole negligence of the City of Kirkland and their agents. I, the undersigned participant and/or parent or guardian of the minor participant, give my permission to have photos/video tapes taken, without recompense, during activities and used for publicity purposes.

Signature:

Date:

Signature of ☐ Parent ☐ Guardian ☐ Participant

Checks payable to: **City of Kirkland**

**OR fill in Credit Card Information:**



Card #

Exp. Date

Signature

## Vision Statement

"The Department of Parks and Community Services continues to enrich and enhance Kirkland's quality of living. The Department sensitively and efficiently manages Kirkland's diverse public lands, actively responds to the leisure needs of all residents, and effectively leads a collaborative community response to basic human services. We strive for excellence, we project a positive and enthusiastic attitude, we are accountable for our actions and value the needs and concerns of co-workers, the public, institutions, and other agencies."

## Disclaimer

**This schedule of classes is published for information purposes only. We strive to produce the most accurate brochure possible. However, some program information may have changed after this brochure has gone to print. We will make every effort to notify students of the changes.**

The City of Kirkland complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Any questions or comments please contact the Parks and Community Service Director.

## Parks & Recreation Refund / Credit / Sales Tax

- Refund/credits are granted if request is made at least five (5) business days prior to the start of class, less a \$10.00 administrative fee. Fee applies to each class withdrawn. Please Note: Classes paid for by check or cash will be refunded by check and must be in amounts greater than \$10.00 (balances under \$10.00 will be held for one calendar year). Refunds to credit cards will be made for face amount of the credit and will be processed at the end of the class session.
- 100% Refund if class canceled by Parks and Recreation.
- Class withdrawal requested less than five (5) business days prior to the start of class will result in a credit/refund of 50% of the registration fee, less a \$10.00 administrative fee. Fee applies to each class withdrawn.
- No refunds for classes costing less than \$10.00.
- No refunds/credits will be issued on or after the first day of class.
- Transfers must be requested five (5) business days prior to the start of class (except swim class notification of new level by swim instructor.)
- Online registrants please note: Parks and Recreation staff must process transfers. Online enrollments resulting in withdrawals are subject to withdrawal policies listed above. You can print your receipt when prompted to do so at end of registration process.
- Effective July 2011 the WA State Department of Revenue requires municipalities to collect and render retail sales tax for many amusement and recreation sports programs.